

Syndicated Loans Servicing Specialist - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

- Understands all aspects of investor loan account servicing requirements and accurate accounting for all loans falling within this particular job.
- Knows how to perform investor reporting (Fannie Mae, Freddie Mac) functions, conduct income calculations for private investors and submit appropriate documentation to governing bodies within defined timelines.
- Knows how to reconcile custodial accounts, identify fund differences and report on-line and perform all of the accounting, administrative, reconciliation, and other servicing functions associated with these loans.

QUALITY OF WORK:

- Maintains a complete and accurate record for each loan in each portfolio. Completes assessment checks and procedures, including recording the modifications to legal agreements, payment dates, and other account data.
- In accordance with agreed upon procedures, prepares accurate monthly reconciliation's of the accounting records involved with these accounts and prepares reports to management.
- Works with the appropriate agencies, governmental departments, real estate and business brokers, insurance brokers, and other appropriate local, state and federal entities and agencies to perform the servicing requirements of these loan portfolios.

QUANTITY OF WORK:

- Correctly utilizes the data system to record all required and pertinent information on these loans in a timely manner, which provides instant and ongoing information to private and public investors.
- Invests time and effort in becoming informed about new and proven business practices and techniques, as well as general business trends, commodity prices and prospects and other issues related to the servicing of syndicated and investor loans.
- Daily, records all financial data for these loans – new loans sold, paid off, interest accruals, FASB accounting requirements, account adjustments – and ensures that all required entries are accurately and properly recorded each business day.

DEVELOPMENT OF EMPLOYEES: (as applicable)

- Ensures that a sound employee development program is in effect, which is in conformity with individual development needs, designed to build competencies (skills, knowledge and behavior) and applicable to improving processes and the organization through improving individual performance.
- Plans for the advancement of employees based on merit, performance, and demonstrated conformance to predetermined performance standards and requirements.
- Plans work assignments, recognition awards, and opportunities for advancement to ensure that employees are challenged and encouraged to work towards achieving higher performance levels.
- Ensures that subordinate managers and supervisors (if any) recognize and utilize the highest abilities and interests of their subordinates, insofar as practical.